

MATELA Local Membership Function Grant

In an effort to support its members in their continued professional development, the Montana Association of Teachers of English Language Arts has established GRANTS in amounts of up to \$500, to help offset the expenses (speaker, room, food, copies) associated with facilitating a discussion group or specialized workshop for teachers from schools in the grantee's surrounding area. This program is open to teachers who have been MATELA members for at least one year. Proposals must be submitted to the current MATELA President at least three months prior to the function date.

Part I: Personal Information (Please type or print clearly.)

Applicant's last name	first name	middle initial	
Mailing street address	city	state	zip
Phone number (daytime)	(evening)	e-mail	
How long have you been a MATELA member?		_____ years	

Part II: Local Function Theme and Location

Please list the title, location, and date of meeting/workshop you would like to host:

Title	Location	Date (s)
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Part III: Letter of Explanation

Please attach a letter explaining the intended focus of your workshop or discussion, your plan, who will be invited, and a budget itemizing your expected expenses.

Part IV: Responsibilities

MATELA grant recipients are expected to fulfill at least one of the following responsibilities within one year of the event:

- 1.) Submit an article to the *Montana English Journal* or *Update* in which you evaluate and/or discuss the event; and/or
- 2.) Submit a proposal to conduct a workshop at a MATELA conference describing the event and encouraging others to host such events.

